



**State of New Jersey**  
**DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

JAMES E. MCGREEVEY  
Governor  
*Commander-in-Chief*

☆  
GLENN K. RIETH  
Brigadier General  
*The Adjutant General*

**DEPARTMENTAL DIRECTIVE**  
**NO. 320**

**15 December 2003**

**DOCUMENT SHREDDING**

1. **PURPOSE:** This Directive prescribes the policy and procedure for shredding of documents containing sensitive information as defined in paragraph 4 below.
2. **APPLICABILITY:** This Directive applies to all Directorates, facilities and activities of NJDMAVA.
3. **OBJECTIVE:** To establish procedure for shredding all documents containing sensitive material.
4. **PROCEDURE:** All documents (letters, memorandums, invoices, etc.) containing names, addresses, telephone numbers, social security numbers, account numbers, credit card numbers, birth dates, spouse or children's names or any combination of these must not be placed in trash or recycling bins but must be shredded. This includes vendors, employees, veterans, service members or any other type of identification of an individual or individuals.
5. **RESPONSIBILITY:** It is the responsibility of all Department employees to adhere to the above procedures.

The proponent of this Directive is the Fiscal/Information and Administrative Services Division – Administrative Services Bureau. Users are invited to submit comments and suggested improvements to NJDMAVA, ATTN: F/IASD-ASB, PO Box 340, Trenton, NJ 08625-0340.

OFFICIAL:GLENN K. RIETH  
Brigadier General, NJARNG  
The Adjutant General

WAYNE R. HUNT, SR.  
LTC, IN, NJARNG

Chief, Financial and Information Officer  
Director, F/IASD

DISTRIBUTION: A, A1, A2, B, C, D, E, F